





POPULAR HAND-BOOKS



SOME books are designed for entertainment, others for information. This series combines both features. The information is not only complete and reliable, it is compact and readable. In this busy, bustling age it is required that the information which books contain shall be ready to hand and be presented in the clearest

and briefest manner possible. ¶ These volumes are replete with valuable information, compact in form and unequalled in point of merit and cheapness. They are the latest as well as the best books on the subjects of which they treat. No one who wishes to have a fund of general information or who has the desire for self-improvement can afford to be without them. ¶ They are 6 x 4½ inches in size, well printed on good paper, handsomely bound in green cloth, with a heavy paper wrapper to match.

Cloth, each 50 cents

THE PENN PUBLISHING COMPANY
925 Filbert St., Philadelphia

By Agnes H. Morton like good manners. There is no passport to good society like good manners. Even though one possess wealth and intelligence, his success in life may be marred by ignorance of social customs. A perusal of this book will prevent such blunders. It is a book for everybody, for the social leaders as well as for those less ambitious. The subject is presented in a bright and interesting manner, and represents the latest vogue.

By Agnes H. Morton write letters? Is it not because they cannot say the right thing in the right place? This admirable book not only shows by numerous examples just what kind of letters to write, but by directions and suggestions enables the reader to become an accomplished original letter writer. There are forms for all kinds of business and social letters, including invitations, acceptances, letters of sympathy, congratulations, and love letters.

By Agnes H. Morton tions, selected from a great variety of sources, and alphabetically arranged according to the sentiment. In addition to all the popular quotations in current use, it contains many rare bits of prose and verse not generally found in similar collections. In One important feature of the book is found in the characteristic lines from well known authors, in which the familiar sayings are credited to their original sources.

By Frederic W. Unger

There are said to be "sermons in stones," but when they are tombstones there is many a smile mixed with the moral. ¶ Usually churchyard humor is all the more delightful because it is unconscious, but there are times when it is intentional and none the less amusing. ¶ Of epitaphs, old and new, this book contains the best. It is full of quaint bits of obituary fancy, with a touch of the gruesome here and there for a relish.

PROVERBS

By John H. Bechtel

are discovered in its proverbs, and the condensed wisdom of all ages and all nations is embodied in them.

A good proverb that fits the case is often a convincing argument.

This volume contains a representative collection of proverbs, old and new, and the indexes, topical and alphabetical, enable one to find readily just what he requires.

THINGS WORTH
KNOWING
By John H. Bechtel

World are likely to be exhausted, or how the speed of a moving train may be told? What should you do first if you got a cinder in your eye, or your neighbor's baby swallowed a pin? This unique, up-to-date book answers thousands of just such interesting and useful questions.

A DICTIONARY OF MYTHOLOGY

By John H. Bechtel

Most of us dislike to look up a mythological subject because of the time required. ¶ This book remedies that difficulty

because in it can be found at a glance just what is wanted.

¶ It is comprehensive, convenient, condensed, and the information is presented in such an interesting manner that when once read it will always be remembered. ¶ A distinctive feature of the book is the pronunciation of the proper names, something found in few other works.

SLIPS OF SPEECH Who does not make them.

By John H. Bechtel The best of us do. ¶ Why not avoid them? Any one inspired with the spirit of self-improvement may readily do so. ¶ No necessity for studying rules of grammar or rhetoric when this book may be had. It teaches both without the study of ither. ¶ It is a counsellor, a critic, a companion, and a guide, and is written in a most entertaining and chatty style.

HANDBOOK OF PRONUNCIATION

By John H. Bechtel

What is more disagreeable than a faulty pronunciation? No other defect so clearly shows a lack of culture. ¶ This

book contains over 5,000 words on which most of us are upt to trip. They are here pronounced in the clearest and simplest manner, and according to the best authority I it is more readily consulted than a dictionary, and is just as reliable.

PRACTICAL SYNONYMS

By John H. Bechtel

A new word is a new tool. ¶ This book will not only enlarge your vocabulary, but will show you how to express the exact shade of meaning you have

in mind, and will cultivate a more precise habit of thought and speech. It will be found invaluable to busy journalists, merchants, lawyers, or clergymen, and as an aid to teachers no less than to the boys and girls under their care.

READY MADE SPEECHES

By George Hapgood, Esq.

Pretty much everybody in these latter days, is now and again called

upon "to say a few words in public." ¶ Unfortunately, however, but few of us are gifted with the power of ready and graceful speech. ¶ This is a book of carefully planned model speeches to aid those who, without some slight help, must remain silent. ¶ There is a preliminary chapter of general advice to speakers.

AFTER-DINNER STORIES

By John Harrison

The dinner itself may be ever so good, and yet prove a failure if there is no mirth to enliver the company.

¶ Nothing adds so much zest to an

occasion of this kind as a good story well told. ¶ Here are hundreds of the latest, best, brightest, and most eatchy stories, all of them short and pithy, and so easy to remember that anyone can tell them successfully. ¶ There are also a number of selected toasts suitable to all occasions.

TOASTS Most men dread being called upon to

By William Pittenger respond to a toast or to make an address. ¶ What would you not give for the ability to be rid of this embarrassment? No need to give much when you can learn the art from this little book. ¶ It will tell you how to do it; not only that, but by example it will show the way. ¶ It is valuable not alone to the novice, but to the experienced speaker, who will gather from it many suggestions.

THE DEBATER'S TREASURY

By William Pittenger

There is no greater ability than the power of skillful and forcible debate, and no accomplishment more readily acquired if the person

is properly directed. ¶ In this little volume are directions for organizing and conducting debating societies and practical suggestions for all who desire to discuss questions in public. ¶ There is also a list of over 200 questions for debate, with arguments both affirmative and negative.

PUNCTUATION

By Paul Allardyce

Few persons can punctuate properly: to avoid mistakes many do not punctuate at all. ¶ A perusal of this book

will remove all difficulties and make all points clear. ¶ The rules are plainly stated and freely illustrated, thus furnishing a most useful volume. ¶ The author is everywhere recognized as the leading authority upon the subject, and what he has to say is practical, concise, and comprehensive

ORATORY

By Henry Ward Beecher perience or ac

Few men ever enjoyed a wider experience or achieved a higher reputation in public speaking than Mr.

Beecher. ¶ What he had to say on this subject was born of experience, and his own inimitable style was at once both statement and illustration of his theme. ¶ This volume is a unique and masterly treatise on the fundamental principles of true oratory.

CONVERSATION

By J. P. Mahaffy

Some people are accused of talking too much. But no one is ever taken to task for talking too well.

¶ Of all the accomplishments of modern society, that of being an agreeable conversationalist holds first place. Nothing is more delightful or valuable. ¶ To suggest what to say, just how and when to say it, is the general aim of this work, and it succeeds most admirably in its purpose.

READING AS A FINE ART

By Ernest Legouvé

The ability to read aloud well, whether at the fireside or on the public platform, is a fine art.

The directions and suggestions

contained in this work of standard authority will go far toward the attainment of this charming accomplishment.

The work is especially recommended to teachers and others interested in the instruction of public school pupils.

SOCIALISM

Socialism is "in the air." ¶ References

to the subject are constantly appearing
in newspapers, magazines, and other

publications. ¶ But few persons except the socialists themselves have more than a dim comprehension of what it really
means. ¶ This book gives in a clear and interesting manner
a complete idea of the economic doctrines taught by the best
socialists.

JOURNALISM
By Charles H. Olin handled, and how can one become a Journalist? These questions are all answered in this book, and detailed instructions are given for obtaining a position and writing up all kinds of "assignments." It shows what to avoid and what to cultivate, and contains chapters on book reviewing, dramatic criticism and proofreading.

VENTRILOQUISM Although always a delightful form
By Charles H. Olin of entertainment, Ventriloquism ise
to most of us more or less of a
mystery It need be so no longer. This book exposes
the secrets of the art completely, and shows how almost
anyone may learn to "throw the voice" both near and far.

Directions for the construction of automatons are given
as well as good dialogue for their successful operation.

Fully illustrated.

CONUNDRUMS

By Dean Rivers

lead us to think quickly. They are also a source of infinite amusement and pleasure, whiling away tedious hours and putting everyone in good humor. This book contains an excellent collection of over a thousand of the latest, brightest, and most up-to-date conundrums, to which are added many Biblical, poetical, and French conundrums.

AUSTE

MAGIC

By Ellis Stanyon

There is no more delightful form of entertainment than that afforded by the performances of a magician.

Mysterious as these performances appear, they may be very readily learned if carefully explained.

This book embraces full and detailed descriptions of all the well known tricks with coins, handkerchiefs, hats, flowers, and cards, together with a number of novelties not previously produced or explained.

Fully illustrated.

HYPNOTISM

By Edward H. Eldridge, A. M.

There is no more popular or interesting form of entertainment than hypnotic exhibitions, and everyone would like to know how to hypnotize.
By Following the simple and concise instructions contained in this complete manual anyone may, with a little practice, readily learn how to exercise this unique and strange power.

WHIST

By Cavendish Twenty-third Edition "According to Cavendish" is now almost as familiar an expression as "according to Hoyle." ¶ No whist player, whether a novice or an expert,

can afford to be without the aid and support of Cavendish. No household in which the game is played is complete without a copy of this book. ¶ This edition contains all of the matter found in the English publication and at one-fourth the cost.

PARLOR GAMES

By Helen E. Hollister

"What shall we do to amuse ourselves and our friends?" is a question frequently propounded on rainy

days and long winter evenings. I This volume most happily answers this question, as it contains a splendid collection of all kinds of games for amusement, entertainment, and instruction. I The games are adapted to both old and young, and all classes will find them both profitable and interesting.

ASTRONOMY:

The Sun and His Family
By Julia MacNair Wright

Can you tell what causes day and night, seasons and years, tides and eclipses? Why is the

sky blue and Mars red? What are meteors and shooting stars? ¶ These and a thousand other questions are answered in a most fascinating way in this highly interesting volume. Few books contain as much valuable material so pleasandy packed in so small a space. ¶ Illustrated.

BOTANY:

The Story of Plant Life By Julia MacNair Wright

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The scientific study of Botany made as interesting as a fairy tale. ¶ It is better reading than such

tales, because of the profit. ¶ Each chapter is devoted to the month of the year in which plants of that month are is evidence. Not only is the subject treated with accuracy, but there is given much practical information as to the care and treatment of plants and flowers. ¶ Illustrated.

FLOWERS:

How to Grow Them By Eben E. Rexford Every woman loves flowers, but few succeed in growing them. With the help so clearly given in this book no

one need fail. It treats mainly of indoor flowers and plants—those for window gardening; all about their selection, care, soil, air, light, warmth, etc. The chapter on table decoration alone is worth the price of the book. While the subject of flowers is quite thoroughly covered, the style used is plain, simple, and free from all technicalities.

DANCING

By Marguerite Wilson

A complete instructor, beginning with the first positions and steps and leading up to the square and round dances.

It contains a full list of calls for all of the square dances, and the appropriate music for each figure, the etiquette of the dances, and 100 figures for the german. It is unusually well illustrated by a large number of original drawings. Without doubt the best book on the subject.

ASTROLOGY By M. M. Macgregor If you wish to obtain a horoscope of your entire life, or if you would like to know in what business or profession you

will best succeed, what friends you should make, whom you should marry, the kind of a person to choose for a business partner, or the time of the month in which to begin an enterprise, you will find these and hundreds of other vital questions solved in this book by the science of Astrology.

PHYSIOGNOMY
By Leila Lomax

How can we judge whether a man may be trusted to handle money for us? ¶ How can a woman analyze

a man who would marry her? ¶ Partly by words, partly by voice, partly by reputation, but more than all by looks—the shape of the head, the set of the jaw, the line of the mouth, the glance of the eye. ¶ Physiognomy as explained in this book shows clearly how to read character with every point explained by illustrations and photographs.

GRAPHOLOGY:

How to Read Character from Handwriting

By Clifford Howard

Do you know that every time you write five or six lines you furnish a complete record of your character? Anyone who

understands Graphology can tell by simply examining your handwriting just what sort of a person you are. ¶ There is no method of character reading that is more interesting, more trustworthy, and more valuable than that of Graphology, and it is the aim of this volume to enable anyone to become a master of this most fascinating art.

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AUTOR

NEWMAN, Albert W.

TITULO

Dances of to-day

FECHADE



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